Olympia

De Luxe

We are very proud indeed to count you as another OLYMPIA user. Your OLYMPIA will give you many years of pleasure, for it is equipped with many refinements which make typing easier and speedier. This instruction booklet tells you about these advantages, many of which are exclusive to the OLYMPIA De Luxe. Please read the booklet before you start to use the machine — you will find many useful hints which will help you to keep your OLYMPIA in first-class condition. And now — our very best wishes to you and your OLYMPIA.

OLYMPIA WERKE AG.
WILHELMSHAVEN

Operating Instructions

Take it easy . . .

Taking machine out of case.

Remove cardboard packing from paper support on carriage, and from keyboard. Lift up line space lever (1), press back carriage lock lever (4) releasing carriage, remove top plate and take cardboard packing out of type bar segment.
Loosen tape band on right platen knob (2) and pull out of left platen knob (2). Remove the four plastic pins inserted (left and right) between guide rails, for protection during transit.
Press down one of the shift keys and take out both plastic strips (right and left) below the guide rails.
When replacing top plate, see that the securing studs drop into the two rubber-lined holes in the frame.
A felt or rubber pad will assist in reducing noise while typing, although the machine is already well fitted with anti-noise plastic insulation.
The machine is now ready for use.

KNOWN ALREADY?

Ribbon Control

With a two-colour ribbon set the ribbon switch (22) in the upper position for black, or the lower for red. The centre position (white) is for use when cutting duplicating stencils. When the upper half of single colour ribbons is worn-out invert for use of the lower part. Ribbon advance and return are automatic.

Paper support:

Pull the release lever (11) on the right hand side of the carriage forward and the paper support will go automatically into its position.

Inserting the Paper

Raise paper holder (10). Insert paper between platen and scale (6), turn platen knob (2), feeding the paper underneath the paper holder (10). Lower the paper holder and turn paper to desired position. To adjust paper, or for thicker paper and several carbon copies, pull paper release (13) forward.

Setting the Margin

The beginning and ending of the typing line can be set by adjusting the two margin stops (5) at the back of the carriage. Depress these and slide them to the required positions. The two red pointers on the scale (6) indicate the setting.

This, too, is necessary . . .

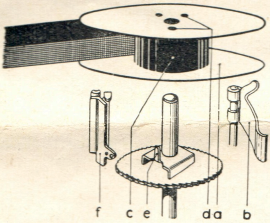
Changing the Ribbon

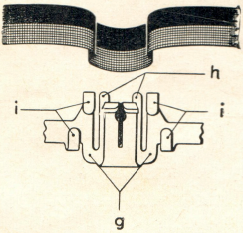
Lift front cover to disclose ribbon mechanism. Wind the worn ribbon on to one of the two spools (a). Release spool catch (b) of the empty spool, remove the latter, free the end of the ribbon from the hook and draw it out of the ribbon guide (g).

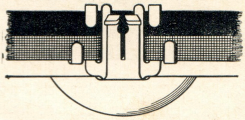
Now replace the spool carrying the old ribbon by the new spool and ribbon, secure the free end of the ribbon on the projecting hook in the empty spool and press the hook into the spindle (c).

Now fit the empty spool, taking care to ensure that the conveyor pin (e) engages in one of the guide holes (d) in the spool.

Place the ribbon into the ribbon reversing switch guides (f) on either side, depress the shift lock (15), and holding the ribbon with both hands, insert it behind the lugs (h) of the ribbon guide by first giving it a downward and then an upward pull. Place the edges of the ribbon behind the ribbon guide brackets (i) on either side. The ribbon has been correctly inserted if it appears as on the drawing below.







a Ribbon spool
b Spool catch
c Spool shaft
d Guide holes
e Conveyor pin

f Ribbon reversing switch guide
g Ribbon guide
h Ribbon guide lugs
i Ribbon guide brackets

Line Setting and Spacing

Set the space between the lines by means of the line space control (3): rear line = single spacing, centre line = one and a half, front line = double spacing. Move carriage to the right and bring paper into position for the next line of typing by pressing sideways on the line space lever.

Shift Key

To type capitals, or any of the characters on the upper portion of the key tops, depress either one of the two shift keys (16). By depressing the shift lock (15), the machine can be held in this position, and is released again by depressing the left hand shift key.

Spacing

On depressing the space bar (18) the carriage moves one space to the left.

Margin Release

The ringing of the bell indicates that there are a few more spaces available before the end of the line, when the key lock comes into operation. However, to continue the line beyond the margin stop, or to start typing before the set starting point, depress the margin release (14).

Disentangling the Typebars

The margin release (14) also serves to disentangle any typebars which may have become jammed, for instance, where two are struck at the same time When the margin release is depressed the typebars will return to their normal position.

Back Spacer

Pressure on the back spacer (20) moves the carriage back one space.

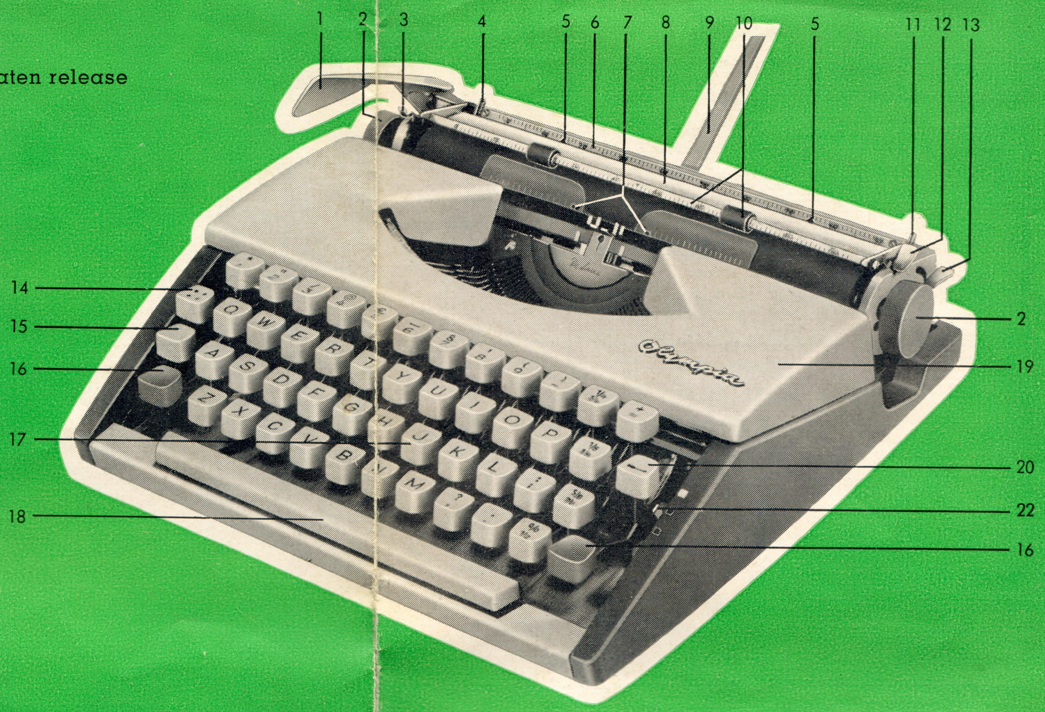
Carriage Release

Hold the right hand knob (2) with thumb and middle finger of the right hand, and pull the carriage release lever (12) forward with your forefinger. The carriage can now be moved freely in either direction.

Platen Release

The line space control (3) also acts as platen release. When set at its rearmost position (dot), it is possible to type at any spacing independently of the line spacing mechanism, for example, when typing printed forms, or for subsequent corrections to a sheet already removed from the machine.

1. Line space lever
2. Platen knobs
3. Line space control and platen release
4. Carriage locking lever
5. Margin stops
6. Scale
7. Alignment guide with ruling device
8. Paper deflector / erasing support
9. Paper support
10. Paper holder
11. Paper support release
12. Carriage release
13. Paper release
14. Margin and typebar release
15. Shift lock
16. Shift key
17. Standard keyboard
18. Correcting space bar
19. Front cover
20. Back spacer
22. Ribbon switch

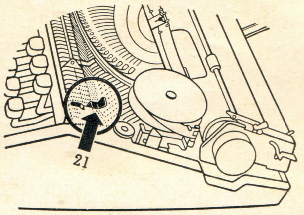


Drawing Lines

Insert pencil point into the hole provided in the card holder (7). Draw horizontal lines by moving the carriage backwards and forwards with the carriage release (12) depressed, and vertical lines by turning the platen upwards and downwards after operating the platen release (3).

Touch Adjuster:

For touch adjusting lift front cover (19) and bring touch adjuster (21) into required position. Lightest touch when adjuster in front position.



Erasing

Turn the platen until the section to be erased lies on the paper deflector (8), and move carriage to one side so that no eraser dust falls into the machine. For top sheets use typewriter eraser, and for flimsies a soft rubber. Use an eraser shield, as this limits the area to be erased and prevents smudging.

Correcting

Do not type omitted letters in between the others, but use the correcting space bar (18). Erase the incorrect word and move carriage back to the last letter of the preceding word. Tap space bar once. Depress again, this time holding it down, and type in the first letter of the word to be re-written — release space bar — depress again — type the next letter — release space bar and continue in this manner until the word has been completed.

The best typewriter
(correct)

The bst typewriter
(wrong)

The best typewriter
(corrected)

Margin Alignment

Where special advertising letters, circulars or other documents require the right-hand margin to be as even as the left-hand margin, a rough draft of such work should be typed first, to calculate the number of letters to be levelled out on each line. The shortest, or another line of average length can be taken as the standard, and a vertical line drawn at the end of this as shown in the example. The letters on the other lines which are inside or outside this limit can be adjusted by using the correcting space bar to reduce or increase the spaces between words.

Olympia machines provide an
even right-hand margin - you
use the half-spacing feature

(without margin correction)

Olympia machines provide an
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(with margin correction)

Shortened and widened spaces should be distributed evenly over each line. In this manner, up to eight letters can be adjusted in the average typing line.

To shorten a line by reducing a half space between words, proceed in the following manner: After having typed the last letter of a given word depress the space bar and hold down, type the letter, release space bar, depress space bar and hold again, type letter, release space bar etc.

To extend a line by increasing half a space, proceed as follows: After typing the last letter of a word depress the space bar — release — depress again and hold down — type letter — release space bar — depress space bar and hold — type letter etc. After typing the last letter release space bar and tap space bar twice more. Now continue typing the next word in the usual way.

Safety Device

During transport, or to prevent interference by unauthorised persons, pull the carriage locking lever (4) forward, thus locking the carriage. Push it back again (releasing the carriage) before use.

Careful maintenance means longer life

Attention

When in regular use the machine should be dusted every morning with a clean brush, with the front cover removed. The types should be cleaned by means of a type cleaning brush, a sheet of paper having been placed underneath the typebars. If a plastic type cleaner is used, this should be kneaded before use. Never use a pointed metal object for cleaning out clogged letters — if necessary a wooden spill may be used. The platen may be cleaned with methylated spirits only, never with petrol.
All moving and sliding parts may be oiled only at infrequent intervals, using acidfree typewriter oil, first wiping off any old oil residue. Segment, line space wheel, typebars and type guide should *never* be oiled.
In the event of any damage, your typewriter should be taken to an authorised typewriter dealer or mechanic.

MODIFICATIONS AND IMPROVEMENTS IN DESIGN, COLOR ETC. MAY BE MADE FROM TIME TO TIME AT THE DISCRETION OF THE MANUFACTURER

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